Human Resource Development & Training

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Changing Views

- Training is an investment…Not an expense!

Training & Development

- Regulation
- Mission
- Personnel
- Leaders

Regulation

- Must be administered IAW…
  - TPR 400
  - State Directive on Technician Training Program
- Includes Responsibilities for…
  - NGB
  - TAG
  - HRO/HRDS
  - Supervisor
  - Training Coordinators

Mission

- Identify/assess training needs
- Accomplish training needs below budget
- Provide excellent customer service
- Produce fully trained technician personnel
- Develop technician personnel careers

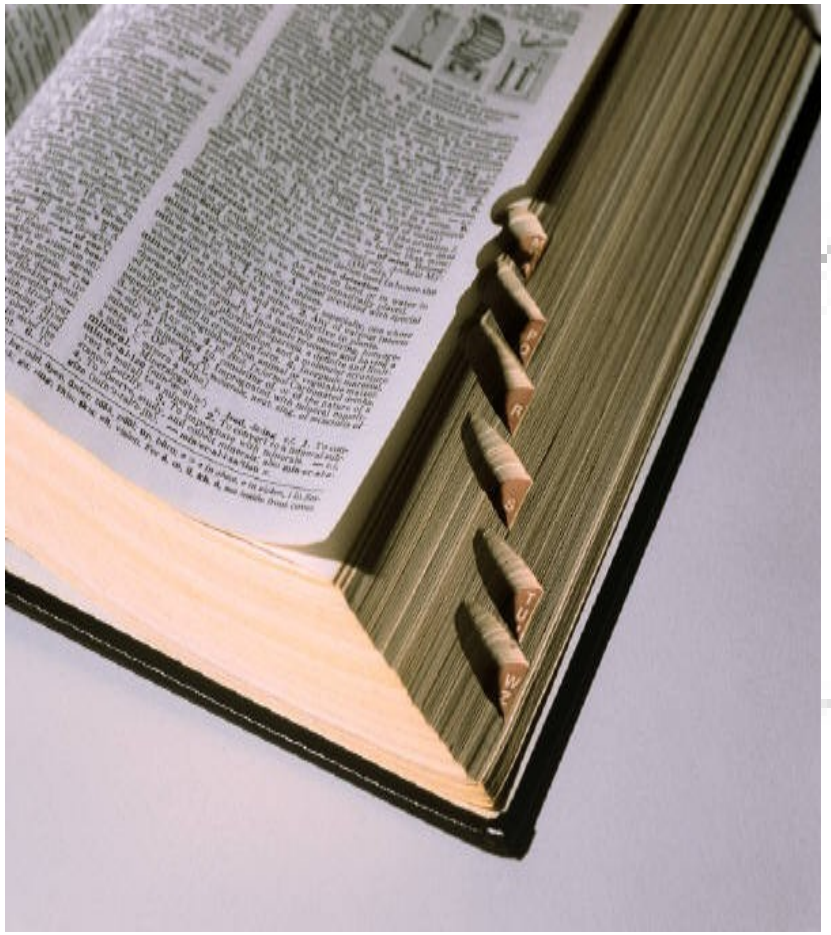
Training & Development Process

- Identify/assess training needs
- Select type of training to meet needs
- Develop Individual Development Plans (IDP)
- Request training attendance (SF 182)
- Ensure training attendance
- Evaluate training effectiveness

Training & Development Process

- Step 1: Identify/assess training needs
  - Analyze performance & previous training
  - Cause of performance problems
    - Organizational
    - Environmental
    - Motivational
    - Knowledge/Skill deficiencies

Training & Development Process



- Definition of Need:
  - The difference between the actual competencies and KSAs available and those required to accomplish

Training & Development Process

- Step 2: Types of training
  - Mandatory/recommended
  - Formal/informal
  - In-house (internal/external)
  - Satellite/computer based training
  - Home study/correspondence

Training & Development Process

- Step 3: Develop the Individual Development Plan (IDP)
  - Need to know/relate employee's position description to mission requirements.
  - Be able to measure/know how well the employee should perform the job.

Training & Development Process

- Step 4: Request training attendance
  - Priorities:
    - Priority 1 – Mandatory training that must be completed during the fiscal year in order to prevent an adverse impact on mission accomplishment.
    - Priority 2 – Training required to produce skilled employees within career fields. It should be successfully completed within a specified time period, but may be delayed if funding is not available.
    - Priority 3 – Training for an employee performing competently to increase his/her productivity.

Training & Development Process

- After determining the priority of need…
  - Complete a SF 182.
  - Forward original SF 182 through organizational channels and then to HRDS.
  - HRDS will then approve/disapprove training request. Upon approval, HRDS will process training request.

Training & Development Process

- Step 5: Ensure training attendance
  - Make a commitment to the employee.
  - Release employee to attend training.
  - Ask for certificates of completion
  - Document employee’s attendance on NGB Form 904-1.

Training & Development Process

- Step 6: Evaluate training effectiveness
  - Keep original/copy of SF 182 for entry into DCPDS and to meet fiscal requirements.
  - Discuss how to apply newly learned skills and allow time to practice/apply them.

Evaluate & Document Training

Small Group Exercise

Changing Views

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Questions